

**CITY OF SAN JOSE**

Department of Planning, Building and Code Enforcement
Planning Divisions, 801 North First Street, Rm 400
San Jose, California 95110-1795
(408) 277-4576
Website: www.ci.san-jose.ca.us/planning/sjplan

SIGN PERMIT APPLICATION

TO BE COMPLETED BY PLANNING COUNTER STAFF			
FILE NUMBER AD		RECEIPT # _____	
PROPERTY LOCATION/ ADDRESS		DATE _____	
QUAD #	ZONING	AMOUNT _____	
PD ZONING FILE #	PERMIT FILE #	BY _____	
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		DATE	BY
SUBJECT TO CONDITIONS	_____ _____ _____		

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)			
PROPERTY LOCATION/ ADDRESS			
ASSESSOR'S PARCEL NUMBER(S) <i>(Attach Map)</i>			
DESCRIPTION OF THE PROPOSED SIGNAGE <i>(include the number of signs, indicate whether attached or free standing, dimensions and total square footage)</i>			
_____ _____ _____ _____			
PRINT NAME OF PROPERTY OWNER		DAYTIME TELEPHONE # ()	
ADDRESS	CITY	STATE	ZIP CODE
REQUIRED SIGNATURE OF PROPERTY OWNER X			DATE
CONTACT PERSON			
PRINT NAME/COMPANY			
ADDRESS	CITY	STATE	ZIP CODE
PHONE # ()	FAX # ()	E-MAIL ADDRESS	

Permit Adjustments, including sign permits, must be hand delivered and are processed in the Planning Divisions, Room 400, from 9:00 a.m. to 11:30 a.m. on Monday, Wednesday and Friday, 10:00 a.m. to 11:30 a.m. on Tuesday and Thursday, and 1:00 p.m. to 4:30 p.m. Monday thru Friday and in the Building Division, Room 200, from 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday thru Friday.

**Please complete the FRONT Sheet of this application and provide the following.
Incomplete Application will NOT be accepted.**

- ☐ **FILING FEE** \$210 + \$15 Record Retention Fee (Total \$225). Checks are made payable to the "City of San Jose".
- ☐ **ASSESSOR'S PARCEL MAP** marked with the project location.
- ☐ **PHOTOGRAPHS** of existing buildings, existing signage and surrounding area.
- ☐ **THREE (3) COPIES** of plans for the signs that include:
- a.) **SITE PLAN, drawn to scale** containing the following information
- Dimensions of subject property, lot lines, and existing driveways.
 - Streets adjoining the subject property.
 - Existing buildings and structures.
 - Setback dimensions of existing and proposed signs.
 - Existing off-street parking, loading, and circulation areas.
 - The location of the proposed signs.
 - Dimensioned drawings of proposed sign(s) indicating height, width, the lighting source, color and materials.
- b.) For **ATTACHED SIGNS:**
- Dimensioned elevations of building(s) and occupancy frontage(s) including proposed location of sign on frontage
- For **FREE STANDING SIGNS:**
- Dimensioned elevations of the proposed free standing sign.
 - Dimensions of subject property, lot lines, and existing driveways.
 - Setback dimensions of existing and proposed signs.
 - Existing off-street parking, loading, and circulation areas.
 - The location of the proposed signs.
 - Show all property lines and setback to proposed sign.
- ☐ **MASTER SIGN PROGRAM.** The applicant is required to submit a copy of the approved program for this site with this application, if one exists.

SIGN PERMIT WORKSHEET

PLEASE CONSULT SIGN ORDINANCE (TITLE 23) FOR SIGN REGULATIONS.

- **NUMBER OF PROPOSED NEW ATTACHED SIGNS** _____ **SHOWN ON PLANS.**
Number of Existing Attached Signs _____ shown on Plans.
- FRONTAGE: Number of Occupancy Frontages _____.
(Maximum of one sign per frontage; A ground level occupancy exceeding 20,000 sq. ft. may have up to 3 signs)
- AREA: 1st occupancy frontage _____ ▲ Proposed sign area _____ sq. ft.
(Maximum area is 300 sq. ft. per tenant frontage)
2nd occupancy frontage _____ ▲ Proposed sign area _____ sq. ft.
3rd occupancy frontage _____ ▲ Proposed sign area _____ sq. ft.
(1st floor allowance cannot exceed one square foot for each linear foot of building frontages
2nd floor allowance is one-half of 1st floor area allowance)
- **NUMBER OF PROPOSED FREE-STANDING SIGNS SHOWN ON PLANS** _____.
Number of existing free-standing sign on property and show on plans _____.
FRONTAGE: Number of Street frontages _____.
(Minimum of 100 linear feet of street frontage required for a free standing sign)
- AREA: Street Frontage _____ ft. divided by 5 ft. = _____. ▲ Proposed sign size _____ sq. ft.
(Maximum area is 120 sq. ft. per street/frontage)
- HEIGHT: Proposed Sign Size _____ sq. ft. divided by 4 ft. = _____. ▲ Proposed sign height _____ ft.
(Maximum height is 20 ft.)
- SETBACK: Proposed Sign Height _____ ft. minus 4 ft. multiplied by 2 = _____.
(Minimum setback is 4 ft.) ▲ Proposed sign setback _____ ft.
- Additional free-standing signs** in Industrial Zoning Districts may be allowed. See Section 23.04.030 (A)(3) of the Sign Ordinance